

## **VIDEO PRODUCTION ASSISTANT**

### **DISTINGUISHING FEATURES**

The fundamental reason the Video Production Assistant exists is to perform a variety of technical duties involved in the design and production of audio and visual presentations in the Communications and Public Affairs Department. This classification is not supervisory. Work is performed under general supervision by the Video Production Manager.

### **ESSENTIAL FUNCTIONS**

Directs live meeting coverage utilizing a three camera robotic system.

Writes, shoots, and edits public service announcements and video programs for cable cast.

Acts as a location coordinator by organizing multiple talent/subjects and crew comprised of city staff volunteers in the set up of cameras, audio and lighting equipment using a production truck.

Maintains a wide variety of equipment or arranges to send major repairs to service centers.

Updates the City Cable 11 video text announcement system on a daily basis.

Programs, loads and troubleshoots the automated video playback system for cable cast.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Editing systems.

Communication and program development skills.

Television production equipment.

Ability to:

Must be able to type at least 25 words a minute.

Operate a variety of standard office equipment including a computer terminal, a variety of computer software, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.

Establish and maintain effective working relationships with City employees at all levels.

Listen and communicate effectively (verbally and in writing) with all levels of City staff and the public.

Work in small, cramped areas at heights greater than 10 feet.

Lift and move heavy equipment (20-30 pounds) to work sites and perform duties in adverse climatic conditions.

Maintain regular consistent attendance and punctuality.

#### **Education & Experience**

Any combination of education and experience equivalent to a high school diploma or GED that demonstrates the ability to perform the required duties, including at least two years of experience in a production environment and experience operating a wide variety of television production equipment.

Must have a current, valid Arizona driver's license with no major driving citations in the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified